

# Cash Assistance Program for Immigrants (CAPI) Program Guide (PG) Letter #25

July 8, 2010

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<b>Subject</b>	<b>REVISED INSTRUCTIONS FOR COMPLETION OF THE AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE (SSP 14) AND SPONSOR'S STATEMENT OF FACTS (SOC 860), ANNUAL REDETERMINATION CLARIFICATION, AND MEDS CLEARANCES AFTER GRANTING</b>
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<b>Effective Date</b>	Upon receipt
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<b>References</b>	<ul style="list-style-type: none"><li>• CAPI PG Letter No 13</li><li>• All County Information Notices (ACIN) I-46-08, I-46-08E, and I-01-10</li></ul>
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<b>Purpose</b>	<p>The purpose of this Letter is to provide:</p> <ul style="list-style-type: none"><li>• updated instructions for the completion of the SSP 14 and SOC 860;</li><li>• clarification on the date for the initiation of the annual redetermination; and</li><li>• instructions to review the Medi-Cal Eligibility Data System (MEDS) after case has been granted.</li></ul>
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<b>Background</b>	<p>The SSP 14 is used to authorize the Social Security Administration (SSA) to send the first Supplemental Security Income/State Supplemental Program (SSI/SSP) payment to the State to repay the amount of CAPI paid while the application for SSI/SSP is pending. The Letter referenced above provided a revised form to obtain this authorization.</p>
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As part of the CAPI application and redetermination processes, applicants/recipients must provide income and resource information. This information is documented on the CAPI Statement of Facts form (SOC 814) or CalWIN Interactive Statement of Facts for new applicants, and is updated during the annual redetermination on the Statement of Facts for Determining Continuing Eligibility form (SOC 804) or CalWIN Interactive Statement of Facts. If the applicant/recipient has a sponsor, the sponsor's income and resource information must also be obtained. San Diego County was using the CW 22 as an option to obtain this information. The SOC 860 was implemented with CAPI PG Letter #24 to replace the CW 22.

CAPI requires a redetermination of eligibility to be completed annually. The incorrect date was written in the CAPI PG to show when the annual redetermination process should be started.

CAPI cases are tracked in MEDS and also Interim Assistance Reimbursement is tracked through a MEDS to SSA interface.

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**Changes**

Due to a recent audit, it was discovered that with the change in the SSP 14, the requirements for the form's completion were also changed.

With the receipt of this letter, the SOC 860 is now required to obtain the sponsor's income and resource information.

The example in the CAPI PG is being updated to show the correct date for starting the annual redetermination process.

Instructions have been added to require a MEDS clearance after the CAPI case is granted.

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**SSP 14  
Completion**

To ensure completion, the worker must complete the boxes at the top of the form for Client's name, Social Security Number, and Address. The worker must also check the appropriate box for "Initial Payment Only" or "Initial Posteligibility Payment Only." The applicant/recipient must sign and date the form on Page 2. The worker must then sign and date the form as well.

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**SOC 860**

Workers must use the SOC 860 whenever a statement of the sponsor's income and resources is needed to determine initial or continuing CAPI eligibility. When there are multiple sponsors, a separate form should be provided for each sponsor.

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**MEDS  
Clearance**

Two State business days after the case has been granted, the worker must clear MEDS to ensure that the CAPI case is showing on MEDS for the appropriate months and that the SSN is verified.

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**Forms Impact**

No impact. Forms SSP 14 and SOC 860 are already available in iWay.

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**Imaging Impact** No impact. Imaging for forms SSP 14 and SOC 860 were included in CAPI PG Letters 13 and 24, respectively.

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**Automation Impact** No impact.

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**ACCESS Impact** No impact.

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**Quality Assurance Impact** The California Department of Social Services has not specified a Quality Assurance requirement for CAPI and appeals are handled through the usual State hearing process.

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**Training Impact** Training on the proper completion of the SSP 14 is available on Learning Management System (LMS). CAPI staff must complete the training by August 1, 2010.

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**Summary of Changes** The table below shows the changes to the CAPI PG.

Section	Changes
<a href="#">99-100.2</a>	Added SOC 860 to list of required forms.
<a href="#">99-100.5</a>	Added instructions to clear MEDS after CAPI case is granted.
<a href="#">99-101.3</a>	Revised instructions to require SOC 860 to obtain sponsor's income and resource information.
<a href="#">99-108.1</a>	Revised instructions for SSP 14 completion.
<a href="#">99-112.1</a>	Updated start date for redetermination.

**Manager Approval** ORIGINAL SIGNED BY:

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